

Report for Week Ending 3 July 1957
from
FORMS MANAGEMENT BRANCH

1. Contributions:

a. Tangible

- (1) Completed 21 actions requiring the printing of 280,030 copies or sets of blank forms. This represents a decrease of one action with an increase of 166,930 in the total number of copies compared to last week.
- (2) Seven new and nine revised forms were approved. Five forms were made obsolete.

b. Intangible

- (1) Arrangements have been worked out with the manufacturers of the hectograph masters used by the Regulations Control Staff to provide an adjustment on the defective masters used by that office. These masters had become defective as a result of the "drying out" of the oil in the carbon resulting in the non-release of carbon to the master.
- (2) Employee Suggestion No. 3106, suggesting the use of NCR paper on Form No. 218 was returned to the Incentive Awards Staff as invalid since an award had previously been made on Employee Suggestion No. 799 which suggested the use of NCR paper, where feasible, on all agency forms.
- (3) Final corrected proofs of Forms 1050 and 1050a received from []/DD/P, have now been sent to [] for final DD/P clearance. Form No. 1050 has been in the process of revision for approximately one year. Initial steps were taken to revise Form No. 1050a in November 1956. It is hoped that both these forms will soon be off the press without further delay. \ or
- (4) Completed draft of article on "Forms Management" for the Support Bulletin and submitted to the C/RMS for review and forwarding to Mgt/S.

2. Assignment

a. Active

- (1) Three Employee Suggestions are being evaluated.
- (2) Six new and eight revised forms are pending
- (3) Development of new form for []/DD/P titled "Request for Investigation for an Approval or Other Action".

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b. Inactive

- (1) Revision of Form 540 "Travel Order"
- (2) Research for better method of affixing Security Classification to stencils
- (3) Obtaining Employee Suggestion Evaluation forms from the Maytag Company.

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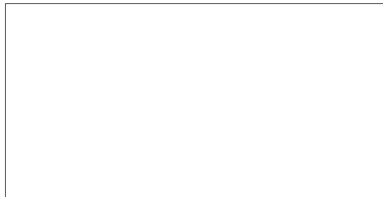
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3. News

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1. Messers visited the Business Machines Exhibit ^{OF THE} International Cost Accounts Conference at the Sheraton Park Hotel, 27 June. ↓
2. Printed copies of Form 800, smudge-proof, black hectograph masters for runs up to 100 copies have been received from the printer.
3. Proofs of Form No. 1014, "Economic Abstract," used by FBIS/00/C has been received, approved and returned to printer.
4. The "Compensation and Claims Record", Form No. 1041 designed for the use of the Benefits and Casualty Division, Office of Personnel, has recently been shown to representatives of the Air Force. Considerable interest was indicated in the special feature of this form which permits the coding of information in steps as it is received.

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PROJECTS

1. Contributions

a. Evaluated the following employee suggestions:

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(1) 2995, Four-Part Planning and Scheduling Form - Disapproved for adoption []

(2) 3139, Adhesive Label - Recommended special purchase as needed rather than stocking. []

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b. Investigated the need for a numbering device to insert voucher or cargo numbers on Form 88 (Requisition and Shipping Instructions for Supplies and Accounts). Recommended that Stock Control Branch use a hand operated rather than electrically operating machine. []

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2. Assignments Active

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a. Requisition Review - Reviewed 2 requisitions for 3 units of equipment with []. Approved one; the other is pending further review. []

b. OS Shelf File - One double-Face section, 8 shelves high, letter size has been installed in Wing 7, I Building for test-purposes. The folders have been placed on the shelves; however shelf guides have not. The Equipment Vendor is the Art Metal Construction Co. []

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c. BR Shelf File - Received requested samples of a charge-out folder from Remington Rand Inc. At our request, Remington Rand prepared one sample each of a folder with plain tab, and one with metal tab. We selected the plain tab folder since it appears to be adequate at a more economical price. A requisition for 3000 folders has been initiated. Cost of folders will be about \$660. []

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d. CI Filing Equipment and Office Furniture Study- Obtained preliminary information concerning the filing area, records and functions. In process of sketching a floor plan to determine whether shelf filing equipment can be used advantageously. []

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e. Portable Desk Tray - Attempted to find molded rubber product to insulate corners of proposed new desk tray, thus reducing hazard of desk scratching. Have one good local lead. []

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f. VM Microfilming - Microfilming in OO/FDD was completed. Filming in ORR continues. Filming in Personnel Office commenced this week. []

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g. OSI Filing System - Installation of the Agency Filing system in OSI/NED was started this week. Follow-ups on the newly installed system in OSI/ASD and OSI/MEDICAL were made. The system seems to be working very well. []

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- h. Dispatch Form Test - Final shipment of test forms was received. Arrangements were made to furnish Finance Division and the Office of Logistics with their supply for testing. An evaluation within sixty days was requested

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- i. Employee Suggestion 2975, Correspondence Referral Form - Distributed copies of the proposed form to 13 ARO's for their review and comments.

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- j. Fall Records Management Seminar - Developed tentative outline of topics and speakers.

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3. Major projects Inactive

- a. VM Repository
- b. IR Shelf File
- c. OL Shelf File

News

- a. Training - Training activity during June was as follows:

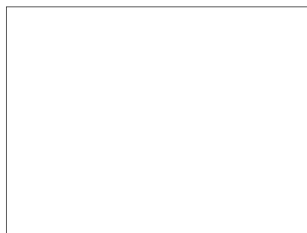
	<u>No. of Hrs.</u>
On-the-Job	126
OTR Conducted	22
OTR Sponsored External	384
Total	<u>532*</u>

14.4%

* Represents ~~about 12%~~ of total hours available, annual leave not considered.

- b. Three members of DD/P accompanied last weeks trip to the repository. A special trip was made to the repository to accommodate five people from ORR. Two of these spent the entire day coding special indexed deposits of ORR.

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RECORDS DISPOSITION BRANCH

Assignments:

✓ Project 6-81 - Office of Logistics 25X1

No change from previous report. Project is 99% complete.

✓ Project 6-95 - Office of Personnel () 25X1

The review has been completed in the Benefits and Casualty Division, in the Credit Union and in the Office of the Director. Revised schedules are being prepared for these components.

The project will continue to the Plans Staff on Monday July 8. Project is 15% complete.

✓ Project 6-97 - Suggestion Awards Staff 25X1

Visits were made to the Atomic Energy Commission and the Veterans Administration to review the filing methods used in conducting the awards programs in those agencies. An analysis of the various methods is being made and a report will be made to the Suggestions Awards Staff. A subject file is being devised as an index to the Suggestions received for evaluation.

News

Assisted the Medical Staff in retiring 2 boxes of records to the Records Center. These records constitute an initial retirement from the PCD of the Medical Staff. Also revised the disposition instructions for one of the items from premanent to temporary.

25X1 Met with OL/RCD and OL/BPS to select a probable future site for the comminuting machine within the Records Center addition. It was agreed that the best location would be in the basement adjacent to the preservation storage area. 25X1

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